

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

Annual Plan for Fiscal Year 2001

LOWELL HOUSING AUTHORITY

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Lowell Housing Authority

PHA Number: MA 001

PHA Fiscal Year Beginning: (10/2001)

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☒ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

- ☐ **Standard Plan**
- Streamlined Plan:**
- ☒ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**
- ☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 ®]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

[**Note:** Even though PIH Notice 99-51 eliminates the requirement for an Executive Summary the LHA has included one].

The major goals of the agency are to continue initiatives which address the need to attract and retain working families with decent incomes and enable non-working or under employed residents to benefit from LHA programs; and to continue to pursue plans for creating a better living environment for the elderly, especially frail elderly and the disabled, focusing on those with disabilities requiring extensive and intensive supportive services. These plans include designation of developments for elderly only, development of assisted living, more intensive supportive service programs for special needs groups of the elderly, single non-elderly persons and families and the allocation of Section 8 certificates to not-for-profits who can provide superior services for certain disabled sub-populations by the creation of small project based developments.

In addition, the agency intends to address the need to expand the regional effort to provide affordable housing rather than increase the supply within Lowell itself. One of the strategies to be further developed is to expand the homeownership program through the use of the Section 8 Certificate Homeownership option.

Finally, the agency will continue efforts to redevelop the state aided Julian Steele development which affects the operations of the agency and thus the federal programs.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 ®]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

	<u>Page #</u>
Annual Plan	
Executive Summary	3
Table of Contents	3
Housing Needs	7
Financial Resources	12
Policies on Eligibility, Selection and Admissions	14
Rent Determination Policies	24
Operations and Management Policies	27
Grievance Procedures	29
Capital Improvement Needs	30
Demolition and Disposition	32
Designation of Housing	32
Conversions of Public Housing	35
Homeownership	36
Community Service Programs	38
Crime and Safety	42
Pet Policy	44
Civil Rights Certifications (included with PHA Plan Certifications)	45
Audit	45
Asset Management	45
Other Information	46

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ A. Admissions Policy for Deconcentration
- ☒ B. FY 2001 Capital Fund Program Annual Statement
- ☐ C. Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) Not Included

Optional Attachments:

- ☒ D. PHA Management Organizational Chart
- ☒ E. FY 2000 Capital Fund Program 5 Year Action Plan
- ☒ F. Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ G. Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)
 - ☒ H. Pet Policies
 - ☒ I. Progress Report (Year One)
 - ☒ J. Community Service and Self-Sufficiency Policy
 - ☒ K. Section 8 Homeownership Capacity Statement
 - ☒ L. RAB Membership

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	<u>Supporting Document</u>	Applicable Plan Component
•	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
•	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
•	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
•	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
•	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
•	Public Housing Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
•	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
•	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice and</i>	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	<u>Supporting Document</u>	Applicable Plan Component
	any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
•	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
•	Schedule of ceiling rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
•	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
•	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
•	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
•	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
•	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
•	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
•	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition

List of Supporting Documents Available for Review		
Applicable & On Display	<u>Supporting Document</u>	Applicable Plan Component
•	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
•	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
•	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
•	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
•	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
•	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
•	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type ¹							
Family Type	Overall [1990]	Afford- ability [1990]	Supply	Quality [1990]	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	8,751	5	3	3	1	1	1
Income >30% but <=50% of AMI	4,529	4	3	3	1	1	1
Income >50% but <80% of AMI	5,254	4	3	3	1	1	1
Elderly	8,095	2	3	3	3	1	1
Families with Disabilities	2,750	3	2	3	2	1	1
Hispanic							
African American							
Asian							
Frail Elderly	2,705	4	4	3	3	1	1

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year:
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
☐ American Housing Survey data
Indicate year:
- ☒ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List

¹ We are using the Statistics developed last year by the City and the LHA

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- ☐ Section 8 tenant-based assistance
☒ Federal Public Housing
☐ Combined Section 8 and Public Housing
☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	1,496		13%
Extremely low income <=30% AMI	1,326	89%	
Very low income (>30% but <=50% AMI)	153	10%	
Low income (>50% but <80% AMI)	17	<1%	
Families with Children	715	48%	
Elderly families	250	17%	
Disabled Elderly	539	36%	
Non-Elderly Families with Physical Disabilities	37	4%	
Non-Elderly Families with Other Disabilities	5	<1%	
White	598	40%	
Black	70	5%	
Hispanic	638	43%	
Asian	190	12%	

Characteristics by Bedroom Size (Public Housing Only)

1BR	780	52%	
2 BR	439	20%	
3 BR	140	9%	
4 BR	114	8%	
5 BR	22	1%	
5+ BR	1	<1%	

Is the waiting list closed (select one)? ☒ No ☒ Yes

If yes:

How long has it been closed (# of months)? 54 months only for 3 & 4 BRs

Does the PHA expect to reopen the 3&4 BR list in the PHA Plan year? ☒ No

☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☒ Yes in case of disasters

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Federal Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	756		3.03%
Extremely low income <=30% AMI	659	87%	
Very low income (>30% but <=50% AMI)	80	11%	
Low income (>50% but <80% AMI)	14	2%	
Families with children	317	42%	
Elderly families	38	1%	
Elderly families with disabilities	401	53%	
Non-elderly Families with Disabilities	0	0	
White	495	65%	
Black	19	3%	
Hispanic	201	27%	
Asian	41	5%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 12 mos			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes in case of disasters			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

The key strategy is to ensure that a maximum number of units are occupied. The other strategy is to encourage and participate in development of low and moderate income housing opportunities

for households in surrounding towns. In this respect the major tool has to be certificates and vouchers including homeownership instruments.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☒ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☒ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☒ Other: (list below)
 - ☒ Develop a new outreach or marketing program aimed at working families
 - ☒ Create a pilot program for decentralized marketing and management
 - ☒ Use skipping to ensure a growth in the number of families in this income range, living in public housing but by monitoring monthly, avoiding admitting less than 40% of families with median incomes less than 30%.
 - ☒ Use skipping to ensure a growth in the number of families in this income range, utilizing Section 8/Vouchers but by monitoring monthly, avoiding admitting less than 75% of families with median incomes less than 30%.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☒ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below)
- ☒ Develop assisted living for the elderly

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☒ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below)
 - ☒ Create opportunities for special purpose project based Section 8 development for disabled populations in need of a supportive service housing environment who currently living in public housing, by setting aside a number of Section 8 certificates for not-for-profits.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☐ Funding constraints
☐ Staffing constraints
☐ Limited availability of sites for assisted housing
☒ Extent to which particular housing needs are met by other organizations in the community
☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
☒ Influence of the housing market on PHA programs
☒ Community priorities regarding housing assistance
☒ Results of consultation with local or state government
☒ Results of consultation with residents and the Resident Advisory Board
☒ Results of consultation with advocacy groups
☒ Other: (list below)
☒ Specialized housing studies

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses
--

Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	4,153,900	
A. Public Housing Capital Fund	3,735,972	
B. HOPE VI Revitalization	0	
C. HOPE VI Demolition	0	
D. Annual Contributions for Section 8 Tenant-Based Assistance	10,865,654	
E. Public Housing Drug Elimination Program (including any Technical Assistance funds)	402,688	
a) Resident Opportunity and Self-Sufficiency Grants	100,000	
b) Community Development Block Grant	27,000	Youth Sports Assessment of State Public Housing 200-1 Site Improvements adjacent to North Common Public Housing
c) HOME	0	
Other Federal Grants (list below)	0	
New Approach Grant	108,012	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Comprehensive Grant Program	3,326,834	See attached 5 and 1 year plans
Drug Elimination Grant	275,635	See attached DEG Plan
3. Public Housing Dwelling Rental Income		
Federal Low Rent Public Housing	4,514,000	Operations
4. Other income (list below)		
Investment Income(Federal)	110,000	Operations
		Operations
Other Income	124,000	Operations
4. Non-federal sources (list below)		
State Low Rent Public Housing	2,157,000	Operations
Unrestricted Investment Income (State)	64,000	Operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	29,848,110	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 ©]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

☐ When families are within a certain number of being offered a unit: (state number)

☒ When families are within a certain time of being offered a unit:

No verification, other than mail notification of placement on the waiting list, is made at initial application for waiting lists which are open. Within six months of an applicant likely to receive an offer of a unit, an applicant will be notified in writing to schedule an appointment to commence the final application process including verification.

☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

☒ Criminal or Drug-related activity

☒ Rental history

☐ Housekeeping

☒ Other (describe)

☒ Verification of preference claims or status

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

The agency is in the process of securing authorization to check federal records.

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ The LHA will continue to use a community-wide list
- ☐ Sub-jurisdictional lists
- ☒ The LHA intends to study the use of site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☒ The LHA intends to study the use of site-based management
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

Perhaps there will be one pilot or demonstration site

2. ☒ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

If yes, how many lists?

To be designed

3. ☐ Yes ☐ No: May families be on more than one list simultaneously

If yes, how many lists?

To be designed

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☒ Other (list below)

To be designed

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☐ Two
- ☐ Three or More
- ☒ Other:

For family applicants there is one offer only (verified medical exceptions are made).

For elderly applicants there can be three offers made.

In all cases anyone claiming a status priority preferences and refusing the first offer, shall be placed into the non-preference (time and date) location on the waiting list.

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

The LHA already houses more than 87.85% of households with total household income of less than 30% of median. 89% of the applicants on the LRPW waiting list are below 30% of median. The intent of the agency is to increase the incomes of its residents now living in the developments through self-sufficiency programs, through a change in the preferences to encourage and support household applications which exceed 30% of median and through skipping in wait list selection enable up to 60% of new placements in public housing to have incomes greater than 30% of median.

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☒ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☒ Resident choice: (state circumstances below)
- ☒ Other: (list below)

There are three classes of transfers – Administrative or emergency situations; over/under housed; and good cause. Good cause or tenant choice must be evaluated and approved. Emergency transfers have only one offer. All others can have two offers. Medical reasons are an exception to the limitation on offers. In addition, residents of Julian Steele Apartments and of other developments being modernized, will be given preference.

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans’ families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
- ☒ Involuntarily displaced from a dwelling unit in the municipality of Lowell
- ☒ Residents of Julian Steele Apartments
- ☒ Residents required to move because of modernization.

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

All Date and Time within the following ranked priorities –

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs

- ☐ Victims of reprisals or hate crimes
- ☒ Other Ranked preference(s) (list below)
- ☒ #1. Involuntarily displaced from a dwelling unit in the municipality of Lowell
- ☒ #2. Working head of household or working spouse (who has averaged 20 hours of work a week for at least six months), or person 62 years old or older or a person unable to work because of the extent of their disability
- ☒ #3. A legal resident of Lowell or a person working in Lowell an average of 20 hours a week or more or a person with a job offer to work in Lowell with a minimum of 20 hours a week of work
- ☒ #4. A victim of domestic violence as verified by a Court or law enforcement agency.
- ☒ #5. A veteran as verified by the Department of Veteran Affairs

Note: Each of the preferences carries different weights which are added together for actual preference weighting. The maximum points which can be received is 600.

4. Relationship of preferences to income targeting requirements:

- ☒ The PHA will apply preferences within income tiers utilizing skipping patterns
- ☐ Not applicable

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Administrative Plan
- ☒ The LHA intends to develop briefing seminars and other visual and written materials for applicants
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☒ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☒ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☒ Adoption of site-based waiting lists

This is proposed a pilot demonstration at this time, in order to work out procedures and measure results.

☒ Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments

The agency is going to explore this option this year and determine if it could be applied successfully.

☐ Employing new admission preferences at targeted developments

If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

☐ Additional targeted marketing

☐ Actions to improve the marketability of certain developments

☐ Adoption or adjustment of ceiling rents for certain developments

☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing at targeted developments

☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

☐ Not applicable: results of analysis did not indicate a need for such efforts

☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

☐ Not applicable: results of analysis did not indicate a need for such efforts

☒ List (any applicable) developments below:

Temple Street (MA 1-7)

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☒ Criminal and drug-related activity, more extensively than required by law or regulation
- ☒ More general screening than criminal and drug-related activity (list factors below)
- ☒ Other (list below)
 - ☐ Rental history
 - ☒ Verification of preference claims or status

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

The agency is in the process of securing authorization to check federal records.

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug-related activity
- ☒ Other (describe below)
 - ☒ Tenant's Current Address
 - ☒ Name and Address of the Current Landlord
 - ☒ Name and Address of the Tenant's prior Landlord

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office
- ☐ Other (list below)

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

Extensions take into account whether the family has made due diligence in finding a unit, whether there are medical or other circumstances which have affected the family's ability to find a unit, a reasonable expectation that an extension will result in success, and whether a family has requested an extension previously.

(4) Admissions Preferences

- a. Income targeting

☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

At this time 84% of section 8 recipients have household incomes below 30% of median income. In addition, 87% of the applicants on the Section 8 waiting list are below 30% of median. Through the use of skipping the LHA will seek to admit up to 25% of applicants with incomes above 30% of median.

- b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs

- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
 - ☒ Involuntarily displaced from a dwelling unit in the municipality of Lowell
 - ☒ Residents of Julian Steele Apartments
 - ☒ Residents required to move because of modernization.

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

All Date and Time plus the following ranked priorities

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
 - ☒ #1. Involuntarily displaced from a dwelling unit in the municipality of Lowell
 - ☒ #2. Working head of household or working spouse (who has averaged 20 hours of work a week for at least six months), or person 62 years old or older or a person unable to work because of the extent of their disability
 - ☒ #3. A legal resident of Lowell or a person working in Lowell an average of 20 hours a week or more or a person with a job offer to work in Lowell with a minimum of 20 hours a week of work
 - ☒ #4. A victim of domestic violence as verified by a Court or law enforcement agency.
 - ☒ #5. A veteran as verified by the Department of Veteran Affairs

Note: Each of the preferences carries different weights which are added together for actual preference weighting. The total number of points which can be earned is 600.

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☒ Drawing (lottery) or other random choice technique when the wait list is opened for two weeks or less

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
☒ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☒ The PHA applies preferences within income tiers
☐ Not applicable:

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
☐ Other (list below)

(6) Project Based Section 8 Assistance Programs

The LHA intends to set aside up to 20% of its Section 8 vouchers for project based developments serving special needs and other families with urgent needs. During Agency Plan Year 2, the Lowell Housing Authority (LHA) intends to initiate a Section 8 Project-Based Assistance (PBA) Program with the goal of eventually allocating up to the full 20% of the baseline units in the LHA’s voucher program. The LHA intends to operate this PBA Program in accordance with Section 232 of the FY 2001 VA-HUD Appropriations Act; HUD’s Guidance Materials; and any waivers or exceptions thereto that may be required. At this time, the LHA has only identified 45 units of this authority that will be utilized in conjunction with the redevelopment of the Julian D. Steele development as authorized under Massachusetts General Laws Chapter 193 of the Acts of 2000. All 45 of these rental units will be reserved for households with incomes in the 0-50% of Area Median Income (AMI) range. Although no specific properties have been identified, the LHA also intends to commit another 100 units of PBA authority to be used in tandem with the City of Lowell’s Division of Planning and Development (DPD) housing programs in order to promote additional rental housing affordable to households in the 0-50% of Area Median Income (AMI) range. It is anticipated that an RFP or similar competitive solicitation will be issued for these units in the future, as required.

4. PHA Rent Determination Policies

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

Currently it is set at \$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

4. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☒ For the earned income of a previously unemployed household member
☒ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☒ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☒ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase

- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- ☒ Other (list below)

If at a subsequent period in time it is discovered that there was as unreported increase in income, there will be a retroactive calculation of the rent.

g. ☒ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

Initially the focus will be on exploring the idea and then if feasible and desired, it will be implemented.

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

Funds are reserved in the ACC using the payment standard in effect when the LHA's application for a funding increment is approved. There is one payment standard for each fair market rent area within its jurisdiction, based on bedroom size. It is not less than 80% of the published FMRs (when payment standard is adopted) and not more than 110% of the FMR and the community wide accepted rent. The standards in effect in October 2000 are \$561 (0BR) \$725 (1BR), \$876 (2BR), \$1097 (3BR), \$1227 (4BR), \$1410 (5+ BR). They can be adjusted by Affordability Adjustments which are developed annually.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☐ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

It is set at \$50 currently

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

Note: Even as a high performer, the LHA is choosing to provide information in this section.

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
- ☒ A brief description of the management structure and organization of the PHA follows:

As is common in Massachusetts, the Lowell Housing Authority manages both Federal and State funded and regulated housing developments. As much as permitted by regulation, the agency has combined regulations and operating procedures. The major areas in which procedures differ concern modernization programs (there is no formula funding of modernization for state aided developments) and changes issuing from the Quality Housing and Work Responsibility Act of 1998, such as preferences in admission.

The agency has a five member Board of Commissioners, with one appointed by the Governor and the other four appointed by the City Manager of Lowell with City Council concurrence. There is an Executive Department including senior staff of a Chief Executive Officer/Executive Director and Chief Operating Officer/Assistant Executive Director. There are two other departments including the Facilities Management Department and the Finance Department. Each of these are headed by Deputy Directors.

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Federal Public Housing	1,639	12.38%
State Public Housing	539	11.31%
Section 8 Vouchers	1,074	3.03%
Section 8 Certificates	Combined with Vouchers	N/A
Section 8 Mod Rehab	0	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	N/A
Public Housing Drug Elimination Program (PHDEP)	1,639	N/A
Other Federal Programs		
New Approach Anti-Drug Program	1,561	N/A
ROSS Supportive	1,422	N/A

Services Program		
CDBG Youth Programs	815	N/A

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- Public Housing Maintenance and Management: (list below)
 - Low Rent Public Housing Administrative Plan
 - Equal Opportunity Housing Plan
 - Collective Bargaining Agreement
 - Pet Policies
 - Grievance Procedure
 - Criminal Offender Record Information Policy
 - Annual Reexamination Review for Federal Projects
 - Model Safety Policy
 - Rent Collection Policy
 - Investment Policy
 - Waterbed Policy
 - Air Conditioning Policy
 - Fence Policy
 - Eviction Procedure
 - Fire Damaged Apartment Policy
 - Employee Privacy Policy
 - Disposition Policy
 - Capitalization Policy
 - Procurement Policy
 - Personnel Policy
 - By-Laws of the Authority
 - Inventory Control Policy
 - Rental and Occupancy Policy
- Section 8 Management: (list below)
 - Section 8 Administrative Plan
 - Family Self-Sufficiency Action Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☒ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) B

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template ~~OMB~~ by completing and attaching a properly updated HUD - 52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment C

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (~~Non~~Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

☒ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

Note: The LHA has developed a mixed financing plan for a State-aided public housing development which anticipates use of some Federal resources including relocation resources.

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: 82-116 Lewis Street, Lowell
1b. Development (project) number: MA06P001001
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (7/1/01)
5. Number of units affected: 18
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: Summer 2002 b. Projected end date of activity: Summer 2003

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or

only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: Bishop Markham Village
1b. Development (project) number: MA 1-3
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> (75% of non-wheelchair units) Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(5/15/01)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 284
7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: Faulkner Street
1b. Development (project) number: MA 1-4
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> (75% of non-wheelchair units) Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(5/15/01)</u>
5. If approved, will this designation constitute a (select one)

<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 20 7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: Father Norton Manor 1b. Development (project) number: MA 1-5
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> (75% of non-wheelchair units) Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(5/15/01)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 84 7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: Francis Gatehouse Mill 1b. Development (project) number: MA 1-11
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> (75% of non-wheelchair units) Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/> 25%
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(5/15/01)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan

<input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 60
7. Coverage of action (select one)
<input checked="" type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: Archambault Towers
1b. Development (project) number: MA 1-6
2. Designation type:
Occupancy by only the elderly <input type="checkbox"/> (75% of non-wheelchair units)
Occupancy by families with disabilities <input type="checkbox"/>
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)
Approved; included in the PHA's Designation Plan <input type="checkbox"/>
Submitted, pending approval <input checked="" type="checkbox"/>
Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(5/15/01)</u>
5. If approved, will this designation constitute a (select one)
<input checked="" type="checkbox"/> New Designation Plan
<input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 140
7. Coverage of action (select one)
<input checked="" type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☒ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☒ Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

These are delineated in the Section 8 Administrative Plan and will be further elaborated as the program is developed. Also See Attachment K

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☒ Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? **TBA**

The LHA intends to pursue a cooperative agreement in the coming year.

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals

- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☒ Other (describe)

The LHA intends to explore additional avenues of cooperation in the coming year.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☒ Preference/eligibility for section 8 homeownership option participation
- ☒ Other policies (list below)
 - ☒ The LHA intends to pursue a waiver with HUD to permit a set aside of LHA Section 8 certificates for public housing households who wish to become homeowners and thus of the regulations and procedures being used for allocation of Section 8 certificates and vouchers.

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Dept of Transitional Assistance (Support Services)		As needed	Off site	FSS
Office of Employment and Training (Job Training)		As needed	Off site	FSS
Middlesex Community College (Degree and Certificate Programs)		As needed	Off site	FSS
University of MA at Lowell (Degree Programs)		As needed	Off site	FSS
Lowell Adult Education (ESL and GED Programs)		As needed	Off Site	FSS
YWCA (Child Care)		As needed	Off site	FSS
CTI Family Life Services (Child Care)		As needed	Off site	FSS
Center for Family Development (Counseling)		As needed	Off site	FSS
Headstart Program (Child care)		As needed	Off site	FSS
Access to Jobs (Transportation)		As needed	Off site	FSS
SuitAbility (Business Clothing)		As needed	Off site	FSS
New Beginnings (Computer Training and Budgeting)		As needed	Off site	FSS
Parenting Skills (Center for Family Development)	10-20	Voluntary	Mercier Center	FSS
Money Management (Enterprise Bank)	10-20	Voluntary	Mercier Center	FSS
Budgeting of Income	10-20	Voluntary	Mercier Center	FSS
Understanding Depression (Fran Souza LSW)	10-20	Voluntary	Mercier Center	FSS
Credit Establishment and Repair (Consumer Credit Counseling Service of Massachusetts)	10-20	Voluntary	Mercier Center	FSS

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
General health and Nutrition (Lowell General Hospital)	10 to 20	Voluntary	Mercier Center	FSS
Women's Health Issues (Nancy Hurwitz, Nurse Practitioner)	10-20	Voluntary	Mercier Center	FSS
Money Management (Jeanne D'Arc Credit Union)	10-20	Voluntary	LHA Office	FSS
Individual Financial Analysis (Enterprise Bank)	10-20	Voluntary	LHA Office	FSS
Domestic Abuse (Alternative House)	10-20	Voluntary	LHA Office	FSS
Personal Strategies for Managing Stress (Middlesex Community College)	10-20	Voluntary	Mercier Center	FSS
Career Planning (Middlesex Community College)	10-20	Voluntary	LHA Office	
Interviewing Techniques (Middlesex Community College)	10 -20	Voluntary	LHA Office	
Effective Office Practices (Middlesex Community College)	10-20	Voluntary	LHA Office	
Developing Self Confidence (Middlesex Community College)	10-20	Voluntary	LHA Office	
Getting Results with Time Management (Middlesex Community College)	10-20	Voluntary	LHA Office	
Motivational Skills and Tactics (Middlesex Community College)	10-20	Voluntary	LHA Office	
Effective Employee Practices (Middlesex Community College)	10-20	Voluntary	LHA Office	

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Project Genesis Home Buyer Training Program (Merrimack Valley Housing Partnership)	10-20	As needed	Off site	
Homebuyer Assistance (Residence First Development Corporation)	10-20	As needed	LHA Office	

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0
Section 8	50	37

- b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12© of the U.S. Housing Act of 1937 See Attachment J

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

The LHA is submitting a PHDEP plan with this PHA Plan

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☒ Other (describe below)
There are a few perceived problems in one family development and two elderly developments

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports

- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

North Common, Bishop Markham, Archambault Towers, George Flanagan

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☒ Volunteer Resident Patrol/Block Watchers Program
- ☒ Other (describe below)
- ☒ Police Substation
- ☒ Private Investigators

2. Which developments are most affected? (list below)

North Common, Bishop Markham, Archambault Towers

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☒ Other activities (list below)

Fingerprinting

2. Which developments are most affected? (list below)

North Common, George Flanagan, Bishop Markham, Archambault Towers, Scattered Sites, Archie Kenfick Manor (State program)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: H: Drug Elimination Grant Application FY 2001)

14. PET POLICY

[24 CFR Part 903.7 9 (n)]

The LHA has two separate pet policies (See Attachment D for full policies).

The Elderly Developments Pet Policy permits household pets. In general the regulation permits licensed, neutered pets such as a dog, cat, bird, fish, rodent or turtle which are registered with the LHA. In addition, the policy permits the Authority to intervene when pets are neglected or cause problems to the property or other tenants.

The Family Developments Pet Policy permits licensed, neutered pets such as a dog, cat, bird, fish, rodent or turtle which are registered with the LHA. No pets with a profile of aggression (Doberman Pinchers, Rotweilers etc.) or a danger to others (such as poisonous snakes etc.) are permitted at all in any family units. The pet cannot exceed 20 pounds in one weight and families are limited to one dog or cat per family.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)

2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?

3. ☐ Yes ☒ No: Were there any findings as the result of that audit?

4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____

5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)? _____

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- ☐ Not applicable
- ☐ Private management
- ☒ Development-based accounting
- ☒ Comprehensive stock assessment
- ☒ Other: (list below)
 - ☒ Assessments of sub-population markets and neighborhood markets.
 - ☒ Not-for-Profit management of disabled developments using Section 8 certificates in a project based new development.
 - ☒ Supportive service contracts to third party providers for on site service programs and development of neighborhood service centers within developments.
 - ☒ Consolidation of all financial accounting under GAAP and the development of asset value of LHA holdings and the potential leverage of these for development of new affordable housing.
 - ☒ Development of personnel assets through tuition credits and reimbursements, training opportunities and through increasing skill standards for new hires.

3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- ☒ Attached at Attachment (File name) Attachment I
- ☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☒ The PHA changed portions of the PHA Plan in response to comments
List changes below: See Attachment I

☒ Other: (list below)

Note: Selection of RAB members is described in Attachment F

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☒ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

The resident councils at each development submit one but no more than three names and these are then forwarded to the City Manager who after interviews, selects a resident who is then approved by City Council.

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☒ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☒ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☒ All adult recipients of PHA assistance (public housing only)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

Ms. Constance Achin, a resident of Archie Kenfick Manor, is the Tenant Representative on the Board of Commissioners and her current 5 year term expires 12/28/05.

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: City of Lowell
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Developing assisted living opportunities for the elderly
 - Expanding affordable housing opportunities in the region
 - Deconcentrating poverty concentrations, reducing poor housing conditions, especially in the Acre, where the LHA has its largest public housing concentrations.
 - Supporting the development of alternative housing opportunities with specialized services for the disabled through project based Section 8 programs
- ☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

- Use of HOME and CDBG funds to expand the supply of affordable housing in the region.
- Use of CDBG funds to partner with the LHA in the development of Project Based Section 8 housing.
- Use of HOME and CDBG funds to partner with the LHA in the provision of supportive services and housing opportunities for persons of extremely low income.
- Use of CDBG funds to operate youth programs with the LHA.
- Coordination of CDBG funding for lead based paint removal and remediation.
- Use of CDBG and HOME funds to stabilize the neighborhoods in which there is an excessive concentration of poverty, including some in which there are LHA developments.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

1. Follow-up plan to the Resident Survey and Satisfaction Survey

The Resident survey results for FY 2000 have been published and we received a score of 9.2 out of a possible 10 points. The LHA continues to take action to develop and implement policies for the benefit of our residents and intends to continue to follow actions to address issues raised in the FY 2000 survey.

- Work with Resident Councils to conduct meetings/surveys to ascertain areas of concern/dissatisfaction.
- Weekly development tours are conducted by management staff to identify and address problem areas such as common areas, parking areas, yards, etc.
- Maintain the current pest control procedure.
- Purchase additional equipment to combat graffiti throughout the developments.

- Aggressively recruit residents for employment on our landscape and grounds crews, to address/improve curb appeal for our developments, i.e., trash, litter and landscaping.
- In addition to in-house labor, pursue the services of the Middlesex County Community Work Program to improve curb appeal and exterior/interior building conditions.
- Developed and implemented a Fence Policy to standardize the use of exterior fencing.
- Developed and implemented an Air Conditioner Policy common to all developments to address safety and well being of residents.
- Increase frequency of parking lot tours to address abandoned and/or illegally parked vehicles.
- Aggressively pursue eviction of lease violation of resident responsibilities.

Follow-up plan for Security and Safety

The LHA has implemented the following actions to address security and safety issues and raise the visibility of the Community Policing Program.

- Requested the resident councils invite the LHA Housing Police officers to regularly scheduled meetings.
- Publicized and increased efforts in drug sweeps.
- Initiated, trained and supported Neighborhood Watch Patrols.
- Initiated an “Officer Friendly” program where LHA police knock on 10 resident doors daily to introduce themselves and offer assistance. If residents are not home officers will leave a packet of information and a business card.
- Expanded resident communications by implementing a phone bank with Public Safety staff, making day and evening phone calls to our residents, gathering information for surveys and explaining Public Safety programs.

2. LHA Progress in Meeting the Mission and Goals Described in the Agency Five Year Plan

See Attachment E

3. Basic Criteria used in Determining Substantial Deviation

The LHA has determined that a substantial deviation will only occur if a formal vote of the Board of Commissioners is required for any changes to the Low Rent Public Housing Administrative Plan and the Section 8 Administrative Plan.

4. Basic Criteria used in Determining a Significant Amendment or Modification

The LHA has determined that a significant amendment or modification will only occur if a formal vote of the Board of Commissioners is required for any changes to the Capital Fund Plan or the Drug Elimination Plan which has a budgetary consequence greater than 20% and which

requires a vote of the Board of Commissioners. In addition, any plan to implement a decision to demolish or dispose of a development or to designate a development as elderly only or disabled only, which already requires a hearing and Board approval process as well as HUD approval, will be considered a significant amendment or modification to the PHA Plan.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

List of Attachments

Required Attachments:

- ☒ A. Admissions Policy for Deconcentration.
- ☒ B. FY 2001 Capital Fund Program Annual Statement
- ☒ C. Five Year Capital Fund Program Statement

Optional Attachments:

- ☒ D. Pet Policies
- ☒ E. Progress Report (Year One)
- ☒ F. RAB Membership
- ☐ G. Assessment of Site Based Waiting List Demographics
- ☒ H. FY 2001 Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ I. Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ J. Community Service and Self-Sufficiency Policy
- ☒ K. Section 8 Homeownership Capacity Statement
- ☒ L. PHA Management Organizational Chart
- ☒ Other (List below, providing each attachment name)
 - ☒ Certifications

ATTACHMENT A: Admissions Policy for De-Concentration

The following is an extract from the Low Rent Public Housing Administrative Plan, approved by the Board on April 10th, 2001

Policies on Selection and Admission of Applicants from Waiting List

Subsequent to verification of the information provided in the full application, LHA will group the applications into two tiers.

Tier 1 will include all applicants with incomes that do not exceed 30 % of median income for the Lowell area (NOTE: Families in this income category are termed Extremely Low-Income (ELI) families).

Tier 2 will include all applicants with incomes that exceed 30 % of median income but do not exceed 80 % of median income for the area (Such families are termed Low-Income Families).

Within each tier, families with local preferences will be listed first. Those preference-holders meeting the ranking preference described in Chapter 4. B. will be filed first by earliest date of pre-application, followed by preference-holders not meeting the ranking preference ordered by earliest date of pre-application.

In order to assure that the statutory income-targeting requirement that “not less than 40 % of the families admitted to a PHA’s LRPH program during the PHA fiscal year from the PHA waiting list be ELI families”, 4 of the initial 10 referrals to briefings shall be families on the waiting list who are Tier I families and 6 of the initial 10 referrals to briefings shall be Tier 2 families that are preference-holders. If there is not a sufficient number of Tier 2 preference-holders, one or more of the referrals which were to be initially Tier 2 families will Tier I preference-holders.

In addition, if the agency’s deconcentration analysis indicates that there are any developments which require targeted selection of below average or above average income families then a further tiering of applications will be done.

Tier 3 will include all covered applicants whose incomes are less than 85% of the average income of all covered families.

Tier 4 will include all covered applicants whose incomes are more than 115% of the average income of all covered families.

As units become available for any covered development under the deconcentration analysis, then in addition to the targeting tiers and procedures, skipping will be applied to admit only those applicants who are also in Tier 3 or Tier 4 as may be required.

Attachment B: FY 2001 Annual Statement/Performance and Evaluation Report

FY 2001 Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00150101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<p> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report </p>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	0			
3	1408 Management Improvements Soft Costs	250,000			
	Management Improvements Hard Costs	100,000			
4	1410 Administration	361,938			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	150,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	200,000			
10	1460 Dwelling Structures	1,467,449			
11	1465.1 Dwelling Equipment – Nonexpendable	0			
12	1470 Nondwelling Structures	115,000			
13	1475 Nondwelling Equipment	725,000			
14	1485 Demolition	200,000			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			

HUD 50075

James L. Milinazzo, Executive Director

Date

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00150101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs	50,000			
18	1499 Development Activities	0			
19	1502 Contingency	81,964			
	Amount of Annual Grant: (sum of lines. . .)	3,701,351			
	Amount of line XX Related to LBP Activities	0			
	Amount of line XX Related to Section 504 compliance	0			
	Amount of line XX Related to Security – Soft Costs	100,000			
	Amount of line XX Related to Security – Hard Costs	200,000			
	Amount of line XX related to Energy Conservation Measures	0			
	Collateralization Expenses or Debt Service	0			

HUD 50075

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Lowell Housing Authority			Grant Type and Number Capital Fund Program Grant No: MA06P00150101 Replacement Housing Factor Grant No:					Federal FY of Grant: 2001	
Development Number Name/HA-wide Activities	General Description of Major Work Categories		Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-wide 01-1	Fees/Cost		1430	N.A.	150,000				
HA-wide 01-2	Non-Dwelling Equipment		1475	N.A.	50,000				
HA-wide 01-3	Management Improvements		1408	N.A.	350,000				
HA-wide 01-4	Administration		1410	N.A.	361,938				
HA-wide 01-5	Relocation		1495.1	N.A.	50,000				
HA-wide 01-6	Contingency		1502	N.A.	81,964				
North Common Village/01-7	Intercom System		1460	13 bldgs.	200,000				
North Common Village/01-8	Site Work (Mailboxes)		1450	9 areas	200,000				
George Flanagan Development/01-9	Central Storage		1470	N.A.	100,000				
Bishop Markham Village/01-10	Replace Compactors		1475	6	500,000				
Fr. Norton Manor/01-11	Replace Compactors		1475	2	125,000				
Archambault Towers/01-12	L&O Office Canopy		1470	2	15,000				
Scattered Sites 1012/01-13	Kitchens/Baths		1460	10	250,000				
Scattered Sites 1012/01-14	Roof Replacement		1460	40	250,000				

Scattered Sites 1014/01-15	Kitchens/Baths		1460	10	250,000				
Scattered Sites 1014/01-16	Roof Replacement		1460	40	250,000				
Archambault Towers/01-17	Replace Compactor		1475	1	50,000				
Fr. Norton Manor/ 01-18	Replace Heating System		1460	1	267,449				
North Common Village/01-19	Demolition		1485	2	200,000				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

[illegible]

Attachment B: FY 2001 Annual Statement/Performance and Evaluation Report

FY 2001 Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06R00150101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
---------------------------------------	---	------------------------------

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement

Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	0			
3	1408 Management Improvements Soft Costs	0			
	Management Improvements Hard Costs	0			
4	1410 Administration	0			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	0			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	0			
11	1465.1 Dwelling Equipment – Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			

HUD 50075

James L. Milinazzo, Executive Director

Date _____

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06R00150101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	34,621			
19	1502 Contingency	0			
	Amount of Annual Grant: (sum of lines. . .)	34,621			
	Amount of line XX Related to LBP Activities	0			
	Amount of line XX Related to Section 504 compliance	0			
	Amount of line XX Related to Security – Soft Costs	0			
	Amount of line XX Related to Security – Hard Costs	0			
	Amount of line XX related to Energy Conservation Measures	0			
	Collateralization Expenses or Debt Service	0			

HUD 50075

James L. Milinazzo, Executive Director

Date

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06R00150101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
---------------------------------------	---	------------------------------

[illegible]

Attachment C Operating Budget

Not required of Lowell Housing Authority

Attachment D: Lowell Housing Authority Staffing Information

Executive Department: **Ext.**

Administrative Office

James L. Milinazzo, Chief Executive Officer/Executive Director	166
Gary K. Wallace, Chief Operating Officer/Assistant Executive Director	116
Marlene A. Browne, Employee Development and Training Manager	126
Carole Tsitsianopoulos, Executive Assistant	170
Maria Rodriguez, Executive Secretary	122

Public and Leased Housing

William Sheehan, Division Director/Conventional Housing Programs	138
Maryann Maciejewski, Division Director/Leased Housing Programs	146
Priscilla Scalia, Administrative Supervisor	139
Tha Chan, Administrative Aide	147
(Open Position) Administrative Aide	
Arlene McDermott, Administrative Aide	148
Ellen Kotzias, Secretary	142
Amy Dalton, Clerk	
Kathy Fineberg, Clerk	143
Tracy Carbonneau, Clerk	150
Melissa Sinuon, Clerk	140
Francisco Surillo, Receptionist	110

Resident Management

Brian Moriarty, Project Manager **515**

Barbara O'Connor, Assistant Manager

Raymond Berard, Mechanic (Lead)
Robert Rooney, Mechanic
Brian Barter, Aide
Brian Dean, Aide
Michael Goyette, Aide
Jim Marcopoulos, Aide
Charles Maloney, Aide
Chantha In, Custodian

Delores Donnelly, Project Manager **541**

Laurette McAneney, Assistant Manager

Paul Donahue, Mechanic (Lead)
Roger Tremblay, Mechanic
Roger Marion, Maintenance Aide
John Howarth, Maintenance Aide
Brian Cassidy, Custodian
Brian Berard, Custodian

Dorothy Baker, Housing Manager	156
Carmen Rojas, Assistant Manager	155
Daniel Ryan, Housing Manager	535
Constance MacLeod, Housing Manager	534
Nancy Viera, Assistant Manager	534
Supportive Services	
Shirley Royal, Supportive Services Program Director	453-
1114	
Self-Sufficiency/Community Service	
Mary Karabatsos, Family Self-Sufficiency Coordinator	452-
4859	
Angelina Ramos, Family Self-Sufficiency Outreach Worker	656-
4660	
Kevin Ahern, Community Service Coordinator	275-
8184	
Robert Leary, Manager/Planner – Homebuyer Programs (PROPOSED CHANGE)	
Public Safety	
Kevin Forsley, Office Manager/Dispatcher	518
Susan Lucas, Dispatcher/2 nd Shift	518
William Winn, Public Safety Investigator *	
Youth Services	
Rey Serrano, Youth Activities Director	596
Edward Sanchez, Assistant Youth Activities Director*	
<u>Finance Department</u>	
<u>Administrative Office</u>	
Gerald Moore, Deputy Director of Finance	123
Jill Mullin, Chief Accountant	124
William Flanagan, Director of Special Projects/ Environmental Compliance Officer	115
Elizabeth Emond, Accountant	112
James Foley, Procurement and Inventory Control Officer	165
Lal Israni, Clerk/Accounts Payable	125
Carol Martin, Clerk/Payroll	136
Brenda O’Keefe, Secretary	131
Srinivasulu Bussa, Information Technology Director	
Mary Carmichael, Data Processing Technician	130
Alan Taupier**	
<u>Facilities Management Department</u>	
<u>Administrative Office</u>	
William Duggan, Deputy Director of Facilities Management	137
Thomas Collins, Associate Director of Design and Construction	128
John Tighe, Superintendent of Maintenance	168
Dennis Connors, Director of Program Development	151

Pamela Ryan, Executive Secretary/Maintenance	167
Brenda Chateauneuf, Administrative Assistant/Contracts	129
Mary G. Lynch, Clerk/Maintenance	111

Facilities Management Department

Project Level Offices

Thomas Cashman, Maintenance Supervisor	537
George Emerson, Maintenance Supervisor	542
Gerald Flynn, Maintenance Supervisor	538
Robert Park, Maintenance Supervisor	580
William Welch, Maintenance Supervisor	540
Rene Chateauneuf, Maintenance Supervisor/Heating	531
Dennis Mercier, Housing Quality Standards Technician	
Judy Beilan, Stock Clerk	571
David Redmond, Storekeeper	576
John Farrington, Senior Clerk of Works	
Edward Quigley, Clerk of Works	

Facilities Management Staff Positions/Union

Mechanic	
Mechanic Aide	
Mechanic Aide (Painter 1) Crew Chief	
Mechanic Aide Painter	
Mechanic Electrician	
Maintenance Aide	
Maintenance Custodian	
Mechanic Aide/Heating	
Fireman	
Maintenance Aide/Mechanical Equipment Operator	
Mechanic Aide/Heating	
Aide/Split Shift	

Attachment E: FY 2001 Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Lowell Housing Authority				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2003	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2004	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2006
North Common Village/ MA 1-1	Annual Statement	\$1,500,000	0	\$1,000,000	0
George W. Flanagan Development/MA 1-2		0	\$500,000	0	\$500,000
Bishop Markham Village/MA 1-3		0	500,000	0	0
Faulkner Street Develop- ment/MA 1-4		0	75,000	0	0
Fr. Norton Manor/ MA 1-5		250,000	225,000	0	0
Dewey Archambault Towers/MA 1-6		0	0	0	500,000
Scattered Sites/MA 1-12		200,000	400,000	0	0
Scattered Sites/MA 1-14		200,000	400,000	0	0
HA-Wide		0	0	1,500,000	875,000
CFP Funds Listed for		2,150,000	2,100,000	2,500,000	1,875,000

Total CFP Estimated Cost			\$2,500,000			\$1,875,000

Attachment G: Comments of Resident Advisory Board or Boards

Resident Advisory Board Meetings held on April 10th 2001 and June 6th 2001. In addition there was a public hearing held on June 13th, 2001.

. Resident Comments:

Most of the comments were supportive of the decisions which were incorporated in the first Annual Plan and a desire to continue them for the second year. Specifically, residents supported the new deconcentration section and the new pet policy and the new Section 8 Homeownership program.

LHA Response: None needed

2. Resident Comment:

The major question raised by one tenant representative concerned a desire to clarify the new preferences and ranking of these for the low rent public housing program. Specifically some concern was expressed about how the homeless would be treated under the preferences.

LHA Response: After clarification of how a homeless person would access Lowell's housing programs, it was decided that no change was needed in the PHA Plan.

2. Resident Comment:

The major question raised by one tenant representative concerned a desire to clarify the new preferences and ranking of these for the low rent public housing program. Specifically some concern was expressed about how the homeless would be treated under the preferences.

LHA Response: After clarification of how a homeless person would access Lowell's housing programs, it was decided that no change was needed in the PHA Plan.

3. Citizen Comment:

No comments were received at the public hearing.

LHA Response: None required.

Attachment H: Pet Policies

Federal Elderly Developments Pet Policy

1. Tenants in Federally assisted housing designed for the elderly or handicapped are permitted to own and keep common household pets in their dwelling units in accordance with federal regulations adopted by the Lowell Housing Authority.
2. Common household pet means a domesticated animal such as a dog, cat, bird, fish, rodent or turtle.
3. Mandatory pet rules:
 - A. All pets must be registered with the Lowell Housing Authority before they are allowed on the premises.
 - B. Only one four-legged pet per household.
 - C. Dogs must be licensed by the City of Lowell and updated annually. The Tenant shall provide proof of license to the Lowell Housing Authority.
 - D. The weight of the dog/cat shall not exceed 20 pounds.
 - E. Dogs/cats must be spayed or neutered whichever is applicable. Certification by a licensed veterinarian must attest to this service and required inoculations in accordance with the State law and local ordinances. Proof of compliance to be submitted to the Lowell Housing Authority prior to entry on the premises.
 - F. Pet owners are to remove and properly dispose of all removable pet litter or waste down the trash chute. Litter and waste must be securely wrapped and placed in the barrel located outside the building.
 - G. Dogs/cats shall be appropriately and effectively restrained and under the control of a responsible person while in the common areas of the project. The use of common hallways for pet exercising or loitering is prohibited
 - H. Pets are to be excluded from specific common areas such as lobbies, laundry rooms, social rooms and elevators.
 - I. The Authority may adjust the pet and no pet areas or may direct such additional moves as may be necessary to accommodate for tenancy or to meet the changing needs of existing tenants.
4. Tenant must pay reasonable expenses directly attributable to the presence of the pet in the project, including (but not limited to) the cost of repairs and replacements to and fumigation of the tenant's dwelling and charges up to \$5.00 per occurrence to pet owner may be assessed to tenants who fail to remove pet waste in accordance with procedures.
5. Tenant shall identify an alternate custodian for pets in the event of tenant's illness or other absence from the dwelling unit. This identification of an alternate custodian must occur prior to the pet admission permit.
6. If the health or safety of a pet is threatened by the death, absence or incapacity of the owner and the owner or alternate is unwilling or unable to care for the pet, the Authority is authorized to remove and place the pet in another facility at the owner's expense not to exceed 30 days.

7. If the pet's conduct or condition is duly determined to be a nuisance or threat to the health or safety of other tenants and the pet owner has failed to correct this violation in accordance with procedures the Authority may serve a written notice requiring the pet owner to remove the pet from the premises.
8. If the pet is left unattended for a period of 24 hours or more, the Lowell Housing Authority may enter the dwelling unit, remove the pet and transfer it to the proper agency, subject to the provisions of the State law and pertinent local ordinances.
9. The owners of pets which create a nuisance or interfere with the privacy or peace and quiet of other tenants will be given one written notice to control the pet and a second violation will be cause to require the removal of said pet from the premises. Failure to heed the second notice will be cause for tenant eviction.

Animals that are used to assist the handicapped are excluded from the pet ownership requirements.

The above are reasonable regulations adopted by the Lowell Housing Authority and therefore become a lease provision.

Federal Family Developments Pet Policy

- A. Ownership conditions – A resident of a dwelling unit in a federally subsidized family public housing development may own one or more common household pets or have one or more common household pets present in the dwelling unit of such resident, subject to the reasonable requirements of the Lowell Housing Authority.
- B. Common household pet means, “ a domesticated animal such as a dog, cat, bird, fish, rodent or turtle.” Snakes and lizards are not allowed.

The resident must comply with the following:

- All pets must be registered with the Lowell Housing Authority before they are allowed on the premises. (Registration shall include the naming of an alternate custodian.)
- Dogs must be licensed by the City of Lowell and license must be updated annually with a copy of same provided to the Housing Manager.
- Dogs/Cats must be spayed or neutered, whichever is applicable. Certification by a licensed veterinarian must attest to this service and any required inoculations in accordance with the State Law and local ordinance. Proof of compliance to be submitted to the Lowell Housing Authority prior to the entry of pet on LHA premises.
- The resident must maintain each pet in a responsible manner.
- Pet owners are to remove and properly dispose of all removable pet waste. In the case of cats, litter boxes are to be changed a minimum of twice per week. Litter is to be double-bagged and disposed of properly.
- Dogs/cats shall be appropriately and effectively restrained (leashed) and under the control of a responsible person while in the common areas such as entrance areas and hallways, etc. The use of common areas and hallways for pet exercising or loitering is prohibited. Pets are not to be tied outside and left unattended at any time. Violation of this clause shall be a violation of resident's lease.

- Pets are excluded from common areas such as lobbies, laundry rooms, elevators, social/community rooms and meeting areas.
- Residents must comply with all applicable State and local public health, animal control, and animal anti-cruelty laws and regulations.
- Pets must comply with the following policies established by the Lowell Housing Authority:

A. A limit on the number of animals in a unit.

Not more than one dog or cat per unit.

B. The following types of animals are prohibited:

Dangerous animals such as rottweilers, german shepherds, dobermans or pit bulls.

Animals weighing more than 20 lbs at maturity.

- C. Resident shall identify an alternate custodian for pets in the event of resident illness or other absence from the dwelling unit. This identification of an alternate custodian must occur prior to the pet admission permit.
- D. If the health or safety of a pet is threatened by the death, absence, or incapacity of the owner, and the owner or alternate is unwilling or unable to care for the pet, the Authority is authorized to remove and place the pet in another facility at the owner's expense not to exceed thirty days.
- E. If the pet's conduct or condition is duly determined to be a nuisance or threat to the health or safety of other residents, and the pet owner has failed to correct this violation in accordance with procedures, the Authority may serve a written notice requiring the pet owner to remove the pet from the premises.
- F. Dogs shall not be left unattended for more than 4 hours and cats for more than 12 hours otherwise resident shall be cited. If the pets are left unattended for a period of twenty-four hours or more, the Lowell Housing Authority may enter the dwelling unit, have the dog officer remove the pet and transfer it to the proper agency, subject to the provisions of State Law and pertinent local ordinances.
- G. The owners of pets which create a nuisance or interfere with the privacy or peace and quiet of other tenants will be given one written notice to control the pet and a second violation will be cause to require the removal of said pet from the premises. Failure to heed second notice will be cause for tenant eviction.

The Housing Authority prohibits pets in buildings that share common entrances. Service animals that assist persons with disabilities are excluded from the pet ownership policies.

The above are reasonable regulations adopted by the Lowell Housing Authority and therefore become a lease provision.

Attachment J: Lowell Housing Authority Community Service and Self-Sufficiency Policy

PURPOSE

The Community Service and Self-Sufficiency Requirement is a legislative mandate by Congress as part of the Public Housing Reform Act of 1998. Under this provision of law, the Lowell Housing Authority will require every adult (non-exempt) resident of Public Housing to perform eight (8) hours of community service each month, or participate in a Economic Self-Sufficiency Program for at least eight (8) hours every month or a combination of each activity.

WHAT IS COMMUNITY SERVICE?

The term **community service** is defined in Code of Federal Regulations 24 (CFR) 960.601 as the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency or increase resident self-responsibility in the community. Community Service is not employment and may not include political activities. Community service or economic self-sufficiency activities performed by residents **may not be substituted** for work ordinarily performed by Lowell Housing Authority's employees, or replace a job at any location where residents perform activities to satisfy the service requirement (24 CFR 960.609).

Economic Self-sufficiency program is defined in 24 CFR 5.603 as any program "designed to encourage, assist, train, or facilitate the economic independence of HUD-assisted families or to provide work for such families."

WHO DOES COMMUNITY SERVICE APPLY TO?

Community Service and Self-Sufficiency applies to all (non-exempt), adult residents in public housing. There are numerous exemptions under the law for adult residents who are unable to participate or for whom the provision is unfeasible (24 CFR 960.601).

WHO IS EXEMPT FROM COMMUNITY SERVICE?

1. Persons age 62 years or older
2. Blind or disabled (as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C.416(i)(1), 1382© and who certify that because of this disability they are unable to comply with the service provisions or primary caretakers of such individuals.
3. Engaged in work activities: defined in Section 401(d) of the Social Security Act (42 U.S.C.607(d) as the following:
 - a. Unsubsidized employment
 - b. Subsidized private-sector employment
 - c. Subsidized public-sector employment
 - d. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private-sector employment is not available.
 - e. On-the-job training
 - f. Job Search and Job-Readiness assistance
 - g. Community Service programs

- h. Vocational educational and training (not to exceed 12 months with respect to any individual)
- i. Job Skills training directly related to employment
- j. Education directly related to employment in the case of a recipient who has not received a High School Diploma or a Certificate of High School Equivalency.
- k. Satisfactory attendance at secondary school or in a course of study leading to a Certificate of General Equivalence, in the case of a recipient who has not completed secondary school or received such as a certificate (GED course).
- l. The provision of Childcare Services to an individual who is participating in a Community Service Program.
- m. Persons receiving welfare assistance, an adult who is receiving assistance, benefits or services under a state program funded under Part A of Title IV of the Social Security Act (42 U.S.C.601 et. seg.) or under any other welfare program of the State in which the Lowell Housing Authority is located including a state-administered welfare-to-work program and has not been found by the State or other administering entity to be in noncompliance with such program.

WHAT ARE CONSIDERED AS COMMUNITY SERVICE & SELF-SUFFICIENCY ACTIVITIES ?

The Lowell Housing Authority will determine what activities are acceptable under community service. Some examples **may** include but not limited to:

Assisting in an after school program

- 1. Volunteering at a Lowell Public School
- 2. Assisting with an elderly development gardening and landscaping project
- 3. Taking GED course
- 4. Taking English as a Second Language (ESL) or Literacy course
- 5. Involvement in Homeownership Counseling
- 6. Volunteering in any Lowell Housing Authority's training and educational programs
- 7. Or any other Lowell Housing Authority's activity

ECONOMIC SELF-SUFFICIENCY PROGRAM ACTIVITIES CAN BE:

- 1. Job training
- 2. Employment counseling
- 3. Work place
- 4. Basic Skills training
- 5. Education
- 6. English proficiency
- 7. Workfare
- 8. Financial or household management
- 9. Apprenticeship

10. Or any program necessary to ready a participant for work (including a substance abuse or mental health treatment program), or other work activities.

Some examples of HUD economic self-sufficiency programs include:

1. Family Self-Sufficiency program
2. Resident Opportunity and Self-Sufficiency program
3. Moving to Work
4. Welfare to Work
5. Moving to Opportunity
6. HOPE VI
7. Public Housing Drug Elimination Program

WHAT COMMUNITY SERVICE IS NOT

24 CFR 960.609

1. Employment (paid wages)
2. Political Activities
3. Work ordinarily performed by the Lowell Housing Authority's employees
4. Replace a regular job

WHAT ARE THE LOWELL HOUSING AUTHORITY RESPONSIBILITIES IN ASSURING COMPLIANCE FOR COMMUNITY SERVICES

1. The Lowell Housing Authority's residents must comply with the community service and self-sufficiency requirements beginning October 1, 2000.
2. The Lowell Housing Authority's Community Services Program Staff will determine eligibility of exempt and nonexempt public housing adult residents.
3. The Lowell Housing Authority has incorporated the community service and self-sufficiency provision into residents' lease.
4. The Lowell Housing Authority will act as the site performing the community services activity, but, instead, will provide a list of possible sites in the community or activities that are acceptable to meet the service requirement.
5. The Lowell Community Services Program Staff will meet with each resident that is required to complete community services and give general community service guidelines on types of activities, but have great flexibility in determining where and how they will meet the service requirement as long as the activity is unpaid and can be documented.
6. The Lowell Housing Authority's property managers will review family compliance with service requirements and must verify such compliance annually at least 30 days prior to end of 12-month lease term.
7. The Lowell Housing Authority's Community Service resident will be expected to obtain written verification of completion of the activities and the number of hours performed from participating agency or organization.
8. Third party administrators must provide the Lowell Housing Authority's Community Services Program Staff with verification of resident or family compliance.

9. The Community Service requirement is part of the lease. Penalties for non-compliance will apply. It is the Lowell Housing Authority's intention to make every effort to assist individuals in meeting the requirements.

Residents who fail to comply with the mandate of Community Service will be given an opportunity to develop a Plan of Correction to assist them in fulfilling their obligation in a constructive manner, leading toward self-sufficiency.

Attachment K: Section 8 Homeownership Capacity Statement

The intent of the Plan is to develop specific local homeownership policies within program regulations designed to allow Section 8 program participants to become homeowners, while including adequate safeguards to protect program integrity, the Lowell Housing Authority and program participants.

Prior to providing details of the Administrative Plan, the LHA feels it is important to note that it has been operating an on going Homeownership Program since 1998. The Program is open to public housing residents, as well as Section 8 program participants. In terms of program requirements, the LHA's Homeownership Program is very similar to the Homeownership Option for Section 8 program participants currently in effect. The Administrative Plan has been developed in compliance with all known HUD regulations and with knowledge gained from past experiences derived from the LHA's on going Homeownership Program.

HUD REQUIREMENTS

Program participants will be selected from the current base of Section 8 participants. Initially the Program size will be limited to ten (10) families. The Authority will choose candidates for the Program based on the length of time of participation in the Section 8 Rental Assistance Program. All participants must meet the following minimum requirements as mandated by HUD.

1. Must be a first time homeowner as defined by HUD. Specifically, applicants cannot have owned a home within the past three years.
2. Both the family and the adult members who will own the home must be able to document a minimum annual income (excluding welfare) of \$10,300.
3. One or more adult family members must be able to document that he or she has been continually employed (at least 30 hours per week) during the prior year. An interruption of 4 weeks or less is not considered a break in continuity. Considerations will be given for longer breaks in employment IF the adult family members were working an average of 20 hours per week and attending school or job training for 10 hours a week or more. Exemptions shall be granted to elderly and disabled participants.
4. Must complete a homeownership counseling program provided free through the LHA.
5. Must not have defaulted previously on Section 8 Homeownership Assistance.
6. Program participant(s) must determine and document whether or not the unit is located in an airport runway clear zone or an airfield clear zone.
7. Program participants must determine and document whether or not the unit is located in a flood hazard area. Units in flood hazard areas must retain flood insurance.

2. LHA BRIEFINGS and HOMEOWNERSHIP COUNSELING

While the LHA realizes that not all Section 8 tenants are ready, willing and able to purchase a home, it plans to notify all current Section 8 program participants in writing, of the newly enacted Homeownership Option and provide a brief description of the program and its possible benefits.

If a tenant responds to the initial letter, the tenant will be mailed an application for entry into the Homeownership Option Program. Once the application has been completed and returned, the LHA will order and pay for a credit report in the name(s) of the applicant(s), perform an employment verification for all applicant(s) and determine the applicant's ability to qualify for financing and the amount of said financing. At this point, an individual briefing session will be scheduled.

At the LHA briefing session, the applicant(s) and at least two LHA staff persons currently involved with the Authority's ongoing Homeownership Program will be in attendance. The LHA will provide the program participant(s) with information regarding geographic choice, portability and benefits of purchasing in low poverty areas. Additionally the participant's application, including their verified employment history and their current credit report, will be discussed and a determination of participant readiness to purchase will be made.

Having an active ongoing Homeownership Program, LHA staff has worked closely with local banks and are familiar with qualifying ratios and bank formulas used for evaluating home loan applications. Using income information supplied and verified by the applicant(s) employer and credit information taken from the applicant(s) credit report, LHA staff will determine if the applicant(s) income, credit history and current monthly installment debt are such that said applicant(s) is likely to qualify for a home loan and, if so, the approximate amount of the loan.

Assuming the applicant(s) is likely to qualify for a home loan in an amount sufficient to purchase a suitable home, the LHA will proceed to enroll the applicant in "Project Genesis", which is a HUD approved homebuyer counseling program. Administered by Merrimack Valley Housing Partnership, "Project Genesis" consists of three, two-hour counseling sessions. Qualified professionals in the field of housing and related issues teach instructional classes.

Homebuyer counseling will include the following elements:

1. Home maintenance
2. Budgeting and money management
3. Credit Counseling
4. Negotiate purchase price
5. Financing
6. Home search
7. Advantages of purchasing in areas that do not have high concentrations of low income families

8. Information regarding fair housing
9. Information relative to settlement procedures, truth in lending laws and loan terms

The LHA will strongly consider local circumstances and the needs of individual families when providing briefing and counseling. The LHA plans to require that program participants enroll in and complete post purchase counseling for a period of one year. The one-year local requirement may be extended at the discretion of the LHA.

SEARCH TIME / OPTIONS FOR HOUSEHOLDS UNABLE TO BUY

The LHA has chosen not to establish a minimum/maximum search time for program participants to select and purchase a home. Also, the LHA will not require program participants to provide periodic reports regarding the home search process.

UNIT ELIGIBILITY / INSPECTION REQUIREMENTS

In terms of unit eligibility, the LHA is required to enforce specific unit eligibility standards. One such standard is the type of unit a program participant may purchase. Under program guidelines, participants are restricted to purchasing existing or new single-family homes, condominiums and cooperatives units. The purchase of multi unit structures, including two family dwellings, is prohibited.

In terms of unit inspections, the Homeownership Option requires two pre-purchase inspections. One will be performed by a qualified LHA employee, while the second inspection is to be performed by a privately employed qualified professional Home Inspector. There will be no fee associated with the LHA inspection. However, the program participant must pay for the cost of the inspection done by a professional Home Inspector. The LHA will review the inspection performed by the professional Home Inspector and determine if the dwelling is suitable for purchase and eligible for sale to a program participant. The LHA may disapprove a unit based on information provided in the Inspection Reports.

The Lowell Housing Authority plans to utilize the same procedure for unit inspection as it now uses for Section 8 rental units. Currently, the LHA has qualified staff persons designated to perform unit inspections prior to occupancy. The inspection conducted by the Authority will be used to determine compliance with Housing Quality Standards.

When a Section 8 unit is ready for inspection, the LHA inspector will gain access to the unit by coordinating with the property owner. The LHA inspector then conducts a thorough room-by-room inspection of the premises, including the basement and any and all mechanical systems, all common areas and the exterior. The inspection results are written on the LHA standard unit inspection form and maintained on file. The unit must meet the inspection criteria of Housing Quality Standards in order to qualify for the Homeownership Program.

If the unit fails the inspection, the owner of the property will be required to make needed repairs in order to bring the unit into compliance with Housing Quality Standards.

As part of its existing homebuyer program, the LHA requires a home inspection by a qualified home inspector. In an effort to provide the potential Section 8 buyers with a choice of qualified home inspectors, the LHA has developed a list of qualified home inspectors in the Greater-Lowell area. Each applicant will be given a copy of the list and the potential homebuyer(s) may select whomever they want. It should also be mentioned that prior to placing a home inspector's name on the list, the LHA requires said home inspector provide the LHA with their qualifications.

If the applicant wishes to utilize a home inspector who is not on the list the LHA will permit the applicant to do so. However, the LHA will require that the selected home inspector provide the LHA and the applicant with qualifications that are acceptable to the LHA.

CONTRACT OF SALE / BUYER PROTECTION

In terms of the contract for sale, the LHA plans to utilize the same contract for sale as it now uses for its ongoing homebuyer program.

The contract for sale will contain an additional list of provisions including the following:

1. The price and other terms of sale.
2. The purchaser will arrange for a pre-purchase inspection to be performed by an independent inspector selected and paid for by the purchaser.
3. The purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser and the LHA.
4. The purchaser is not obligated to pay for any repairs.
5. The seller certifies that he or she has not been debarred, suspended, or subject to a limited denial of participation under part 24 of this title.

FINANCING

The LHA plans to utilize the same financing program as is currently in effect as part of the Authority's on going Homeownership Program. Since 1997, the LHA has assisted twenty former public housing residents and Section 8 program participants in becoming first time homebuyers.

The financing package is as follows:

1. First mortgage – 80% of purchase price
2. Second mortgage - 15% of purchase price
3. Third mortgage - 4.5% of purchase price
4. Buyer cash - 0.5% of purchase price

The LHA has developed an excellent working relationship with several local banks for first mortgage commitments, the Lowell Development and Financial Corporation for second mortgage financing and the City of Lowell for third mortgage financing (down payment assistance).

The aforementioned financing package has several positive aspects, which work to the advantage of the purchaser including the following:

1. Minimum cash down (0.5%)
2. Second mortgage has deferred payments for first five years
3. Purchaser not required to pay private mortgage insurance

The program participant will be required to have adequate funds to meet the .5% down payment amount and to pay all closing costs. Assessments of costs involved will be completed on a case by case basis.

In addition to the financing package previously described, the LHA plans to implement the following requirements:

1. Prohibit balloon payments
1. LHA to reserve the right to approve or reject financing terms and conditions
2. Allow seller financing on a case by case basis
3. Purchasers must not exceed qualifying ratio and must meet all other financing requirements established by the first mortgage lender.

AMOUNT OF ASSISTANCE

The amount of the Homeownership Assistance Payment shall be a sum equal to the lower of:

1. The payment standard minus the total tenant payment
2. The family's monthly homeownership expenses minus the total tenant payment

The payment standard for a family is the lower of:

1. The payment standard for the family unit size
2. The payment standard for the size of the home

If the home is located in an exception payment standard area, the LHA will use the approximate payment standard for the exception payment standard area. The LHA will use the same payment schedule, payment standard amounts and subsidy standards for the Homeownership Option as for the Rental Voucher Program. The LHA will conduct an annual reexamination of program participants in order to update income, family size and other relevant data and adjust the payment standard accordingly.

The LHA has adopted the following homeownership expenses in accordance with HUD requirements:

1. Principal and interest on initial mortgage(s) debt including refinancing if any
2. Real estate taxes
3. Sewer and water fees
4. Trash pick up and disposal fees
5. Homeowners insurance costs
6. Allowance for maintenance expenses*
7. Allowance for costs of major repairs and replacements**
8. Utility allowance
9. Principal and interest on debt incurred to finance major repairs or HCP accessible

* Monthly allowance for maintenance \$75

** Monthly allowance for major repairs and replacements \$75

If the home is a cooperative or condominium unit, homeownership expenses will include maintenance fees assessed by the condominium or cooperative homeowner association. Additionally, the LHA will make payment directly to the first mortgage lender. If the assistance payment exceeds the amount due the lender, the LHA will pay the balance directly to the homeowner.

The term of homeowner assistance shall be fifteen (15) years if the term of the first mortgage is twenty (20) years or longer, except in the case of elderly and disabled program participants where the maximum term of fifteen (15) years does not apply. In all other cases, the term shall be ten (10) years.

POST PURCHASE REQUIREMENTS FOR FAMILIES

The family must sign a statement of homeowner obligations before the start of homeownership assistance agreeing to comply with all obligations under the program. In keeping with HUD regulations, the LHA has imposed the following post purchase requirements:

1. The family must reside in the home. If the family moves out of the home, the LHA will not continue homeownership assistance payments after the month when the family moves out.
2. The LHA will require each family receiving homeownership assistance to attend and participate in post purchase counseling. The counseling sessions will be administered by LHA staff and will focus on home maintenance issues, family finances and budgeting and maintaining good credit by ensuring that the family is paying off its credit card and other monthly debt in a timely fashion.
3. The family must comply with the terms of all mortgage(s) securing debt incurred to purchase the home and any refinancing debt, if applicable.

4. The family must not convey or transfer ownership of the home while receiving homeownership assistance.
5. The family may grant a mortgage on the home for debt incurred to finance the purchase of the home or any refinancing of such debt.
6. After the death of a family member who holds title to the home, homeownership assistance will continue pending settlement of the estate provided that the family continues to occupy the home.
7. The family must comply with all requirements of the Section 8 Program or be subject to termination of assistance.
8. The family must allow the LHA access to the home for the purpose of performing an inspection, if it is so required.

The family must supply the LHA with the following information upon request:

1. Information relative to any mortgage(s) secured by the property.
2. Any sale or transfer of any interest in the home.
3. The family must provide the LHA with its homeownership expenses.
4. The family must notify the LHA before moving out of the home.
5. The family must notify the LHA if it defaults on any mortgage securing debt incurred to purchase the home. If the family defaults on the mortgage, the LHA may choose to issue a Voucher to the family to facilitate a move to a rental unit and continue rental assistance. However, the determination will be at the LHA's discretion, based on the good faith efforts of the family to meet its obligations and prevent default.
6. Proof that no family member has an ownership interest in other real estate while receiving homeownership assistance.

PORTABILITY

The LHA will not be accepting any new vouchers holders as part of the Homeownership Option. If a family currently participating in the LHA 's Section 8 Rental Voucher Program wants to purchase a home outside of the LHA 's jurisdiction under the Homeownership Option it may do so provided that the receiving PHA is accepting new homeownership families and provided that the family meets all the requirements of the receiving PHA.

RECAPTURE OF HOMEOWNERSHIP ASSISTANCE

Program recipients participating in the Homeownership Option are subject to recapture provisions if they sell their unit within ten (10) years of initially purchasing the unit.

At the time of sale, the LHA will place a lien on the property in accordance with HUD regulations. The lien will be drawn up in such a way that it is consistent with State and local law. The amount of homeownership assistance subject to recapture will be the lesser of the following two recapture alternatives:

1. The amount of homeownership assistance subject to recapture will automatically be reduced over a ten-year period, beginning one year from the purchase date, in annual increments of ten percent. At the end of the ten-year period, the amount of homeownership assistance subject to recapture will be zero.
1. The difference between the sales price and the purchase price of the home minus the costs of any capital expenditures, the costs incurred by the family in the sale of the home, the amount of the difference between the sales price and purchase price that is being used, upon sale, towards the purchase of a new home under the Section 8 Homeownership Option and any amounts that have been previously recaptured.

In the case of a refinancing of the home, the recapture will be an amount equaling the lesser of:

1. The amount of homeownership assistance subject to recapture will automatically be reduced over a ten-year period, beginning one year from the purchase date, in annual increments of ten percent. At the end of the ten-year period, the amount of homeownership assistance subject to recapture will be zero.
1. The difference between the current mortgage debt and the new mortgage debt minus the costs of any capital expenditures, the costs incurred by the family in the refinancing of the home and any amounts that have been previously recaptured.

In the case of identity-of-interest transactions, the LHA will establish a sales price based on fair market value.

OTHER PROVISIONS

Section 8 families that currently receive Section 8 rental assistance can enter a lease-purchase agreement. Prior to closing the sale, they will receive conventional rental assistance and the Section 8 payment cannot be used to cover the “homeownership premium” (the portion of the payment used to accumulate a down payment or reduce the purchase price). Instead, the family must use its own funds for the premium. The LHA must and will exclude the homeownership premium in determining rent reasonableness.

A family receiving homeownership assistance can move to a new unit with homeownership assistance, as long as it is in compliance with program requirements, no family member has any ownership interest in the prior unit, and the LHA has sufficient funds. To move with continued homeowner assistance, families must again meet all eligibility requirements. A family may not move more than one time per year.

Attachment L: RAB Membership

PURPOSE: In response to the requirements of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), the Lowell Housing Authority has established a Resident Advisory Board (RAB). The purpose of the Resident Advisory Board is to provide assistance to the housing authority in evaluating agency policies and the Agency Plan.

GUIDELINES: In drafting the Five Year Plan and the First Annual Plan in FY 2000, because the Lowell Housing Authority does not have an Authority-wide Tenant Council, it invited the Tenant Councils for each development to appoint representatives, the number for each being based on the size of the development. In addition, Section 8 voucher recipients were invited by a letter to all, to volunteer to serve on the RAB.

In all 45 members were selected. The same RAB members were invited to participate in the preparation of the FY 2001 Annual Plan.

In addition, members were encouraged to meet separately with their respective Councils and other Voucher members who volunteered between meetings of the RAB.

Lowell Housing Authority Lowell, Massachusetts

Resident Advisory Board

2001

NAME	ADDRESS	DEVELOPMENT	TITLE/PROGRAM
Michael Anneheim	657 Merrimack St. #232	Archambault Towers	Resident /Public Housing/President/ Tenant Council
Wanda Bautista	200 Mass Mills Drive #216	Massachusetts Mills	Resident/Section 8 Voucher Program
Robert Brady	735 Broadway St. #B 21	Francis Gatehouse	Resident/Public Housing
John Burke	604 Market St. # H 314	North Common Village	Resident/Public Housing/Treasurer/ Tenant Council
Nancy Burke	604 Market St. # H 314	North Common Village	Resident/Public Housing/Secretary

			of Tenant Council
Elsie Burke	735 Broadway St. #125	Francis Gatehouse	Resident/Public Housing/Vice President/Tenant Council
Justine Cannell	137 High St. # 211 E	Father Norton Manor	Resident/Public Housing
Thomas Chiasson	657 Merrimack St. # 416	Archambault Towers	Resident/Public Housing
Paul Chicklis	18-E Gilmore St.	Private Landlord	Resident/Section 8 Voucher Program
Nancy Clarke	26 O'Brien Terr. #508	North Common Village	Resident/Public Housing
Diane Comtois	50 Summer St.	Bishop Markham Village	Resident/Public Housing
Jean Dizoglio	137 High St. # 401-E	Father Norton Manor	Resident/Public Housing
Rita Douglas	50 Summer St. #112	Bishop Markham Village	Resident/Public Housing/Vice President/Tenant Council

NAME	ADDRESS	DEVELOPMENT	TITLE/PROGRAM
Rita Grady	735 Broadway St. # B 24	Francis Gatehouse	Resident/Public Housing/ President/ Tenant Council
Mamie Groenendal	117 High St. # 211 W	Father Norton Manor	Resident/Public Housing/Treasurer/ Tenant Council
Jeannette Hedlund	657 Merrimack St. # 738	Archambault Towers	Resident/Public Housing
Hilda Howard	137 High St. # 301-E	Father Norton Manor	Resident/Public Housing
Dinorah Marquez	205-207 School St. # 2	Private Landlord	Section 8 Voucher Program
Mary McCarthy	22 A Faulkner St.	Mass 1-4 Elderly/Disabled	Resident/Public Housing
Pamela Miller	20 Morse St.	G.W. Flanagan	Resident/Public Housing/President/ Tenant Council
Ricardo Montalvo	117 High St. # 405 W	Father Norton Manor	Resident/Public Housing/President/ Tenant Council
Theresa Morin	735 Broadway St. # 315	Francis Gatehouse	Resident/Public Housing
Robert Murphy	14B Faulkner St.	Mass 1-4 Elderly/Disabled	Resident/Public Housing
Camen Ortiz	25 Avenue C	G.W. Flanagan	Resident/Public Housing
Joan Paquette	18-C Faulkner St.	Mass 1-4 Elderly/Disabled	Resident/Public Housing
Noel Perez	438 Adams St. #104	North Common Village	Resident/Public Housing
Henry Perrin	408 Adams St. #132	North Common Village	Resident/Public Housing
Carol Proctor	50 Summer St. #84	Bishop Markham Village	Resident/Public Housing
Priscilla Rivers	50 Summer St. #86	Bishop Markham Village	Resident/Public Housing/President/ Tenant Council
Edward Santos	340 Suffolk St. #435	North Common Village	Resident/Public Housing

NAME	ADDRESS	DEVELOPMENT	TITLE/PROGRAM
Estelle Silva	657 Merrimack St.	Archambault Towers	Resident/Public Housing
Gladys St. Jean	117 High St. # 302 W	Father Norton Manor	Resident/Public Housing
Anna Suarez	117 High St. # G7W	Father Norton Manor	Resident/Public Housing
Martha Torres	596 Market St. #350	North Common Village	Resident/Public Housing
Rita Tyrell	735 Broadway St. # 104	Francis Gatehouse	Resident/Public Housing
Angel Vega	408 Adams St. #128	North Common Village	Resident/Public Housing/President/ Tenant Council
Linda Wesinger	735 Broadway St. #B 20	Francis Gatehouse	Resident/Public Housing
Donna Whelan	145 Gorham St. # 264	Bishop Markham Village	Resident/Public Housing
Sharyn Whalen	198 South St. # H201	Bishop Markham Village	Resident/Public Housing
Rosaline Willie-Bongo	21 Avenue C	G.W. Flanagan	Resident/Public Housing
Tomas Santos	608 Lakeview Ave.	667-2C Elderly/Disabled	Resident/Public Housing
Anita Dabuc	153 Gershom Ave. #2	Private Landlord	Resident/Section 8 Voucher Program

Annual Statement/Performance and Evaluation Report
Comprehensive Grant Program (CGP) **Part I: Summary**

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

HA Name: Lowell Housing Authority	Comprehensive Grant Number: MA 06P00170798	FFY of Grant Approval: 1998
---	--	---------------------------------------

☐ Original Annual Statement
 ☐ Reserve for Disasters/Emergencies
 ☐ Revised Annual Statement/Revision Number
 ☒ Performance and Evaluation Report for Program Year Ending **3/31/01**
☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Revised 4	Revised 5	Obligated	Expended
1	Total Non-CGP Funds (City of Lowell)	0	35,000	35,000	35,000
2	1406 Operations (May not exceed 10% of line 19)	0	0	0	0
3	1408 Management Improvements	225,000	225,000	225,000	224,560
4	1410 Administration	339,471	339,471	339,471	339,471
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	250,000	250,000	250,000	248,166
8	1440 Site Acquisition	100,000	68,043	68,043	68,043
9	1450 Site Improvement	568,704	556,249	556,249	553,850
10	1460 Dwelling Structures	1,779,540	1,828,952	1,828,952	1,493,116
11	1465.1 Dwelling Equipment--Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	5,000	0	0	0
13	1475 Nondwelling Equipment	127,000	127,000	127,000	95,165
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1495.1 Relocation Costs	0	0	0	0
17	1498 Mod Used for Development	0	0	0	0
18	1502 Contingency (may not exceed 8% of line 19)	0	0	0	0
19	Amount of Annual Grant (Sum of lines 2-18)	3,394,715	3,394,715	3,394,715	3,022,371
20	Amount of line 19 Related to LBP Activities	0	0	0	0
21	Amount of line 19 Related to Section 504 Compliance	0	0	0	0
22	Amount of line 19 Related to Security	0		100,000	100,000
23	Amount of line 19 Related to Energy Conservation Measures	0	0	0	0

Signature of Executive Director & Date: X	Signature of Public Housing Director/Office of Native American Programs Administrator & Date: X
--	--

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
 2 To be completed for the Performance and Evaluation Report.

form **HUD-52837**

**Annual Statement/
Performance and Evaluation Report
Part II: Supporting Pages
Comprehensive Grant Program (CGP)**

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

Development Number/Name LHA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Revised (4)	Revised (5)	Funds Obligated	Funds Expended	
LHA-wide	Fees/Costs (M98-1)	1430	N/A	250,000	250,000	250,000	248,166	Complete
	Non-Dwelling Equipment (M98-2) (cruiser, finger print system, satellite training system)	1475	N/A	125,000	125,000	125,000	95,165	Complete
	Administrative (M98-3)	1410	N/A	339,471	339,471	339,471	339,471	Complete
	Management Improvements (M98-4)	1408	N/A	125,000	125,000	125,000	124,560	Complete
	Contingency (M98-5)	1502	N/A	0	0	0	0	N/A
	Overrun/Step-Up Program (M98-6)	1408	N/A	100,000	100,000	100,000	100,000	Complete
1001 North Common Village	Roof Reconfiguration/partial (M98-7)	1460	5 bldgs.	141,055	141,055	141,055	141,055	Complete
	Window Refurbishment (M98-8)	1460	3,000	0	0	0	0	Deferred
	Bathtub Reconditioning/Replacement (M98-9)	1460	250	0	0	0	0	Deferred
	Site Acquisition (M98-10)	1440	--	100,000	68,043	68,043	68,043	Complete

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**Annual Statement/
Performance and Evaluation Report
Part II: Supporting Pages
Comprehensive Grant Program (CGP)**

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

Development Number/Name LHA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Revised (4)	Revised (5)	Funds Obligated	Funds Expended	
1002 George W. Flanagan Development	Roads/Walkways Re-Paving (M98-11)	1450	N/A	428,404	428,404	428,404	426,005	Complete
	Install Handicap Ramp (M98-12)	1460	1	9,700	9,700	9,700	9,700	Complete
	Roof Rain Diverters (M98-13)	1460	200	0	0	0	0	Deferred
	Community Room Access Connection (M98-14)	1470	N/A	5,000	0	0	0	Deferred
	Kitchen Cabinet Bracing (M98-15)	1460	100	0	0	0	0	Deferred
	Gas Line Replacement (M98-16)	1460	N/A	70,000	70,863	70,863	70,863	Complete
1003 Bishop Markham Village	Elevator Upgrade (M98-17)	1460	9	125,000	50,595	50,595	38,086	Complete
	Community Area Repairs (M98-18)	1460	N/A	150,000	323,327	323,327	0	On-going
	Roof Repairs (low-rise buildings) (M98-19)	1460	3	275,862	275,862	275,862	275,862	Complete
1004 Faulkner Street Development	Site Work (M98-20)	1450	N/A	140,300	127,845	127,845	127,845	Complete

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**Annual Statement/
Performance and Evaluation Report
Part II: Supporting Pages
Comprehensive Grant Program (CGP)**

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

Development Number/Name LHA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Revised (4)	Revised (5)	Funds Obligated	Funds Expended	
1004 Faulkner Street Development	Apartment Door/Lock/Threshold Replacement (M98-21)	1460	26	0	0	0	0	Deferred
1005 Fr. Norton Manor	Elevator Refurbishment (M98-22)	1460	2	0	0	0	0	Deferred
1006 Dewey G. Archambault Towers	Hallway Upgrade (M98-23)	1460	7	548,165	548,165	548,165	548,165	Complete
	Roof Replacement (M98-24)	1460	1	150,013	150,013	150,013	150,013	Complete
	Elevator Upgrade (M98-25)	1460	2	125,000	75,000	75,000	75,000	Complete
1007 Hartwell Court	Deferred			0	0	0	0	N/A

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**Annual Statement/
Performance and Evaluation Report
Part II: Supporting Pages
Comprehensive Grant Program (CGP)**

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

Development Number/Name LHA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Revised (4)	Revised (5)	Funds Obligated	Funds Expended	
1011 Francis Gatehouse Mill	Access Implementation (M98-26)	1460	N/A	8,000	0	0	0	Deferred
	Add Washers/Dryers (M98-27)	1475	4	2,000	2,000	2,000	0	Complete
1012 and 1014 Scattered Sites	Kitchen/Bathroom General Unit Refurbishment (M98-28)	1460	15	176,745	184,372	184,372	184,372	Complete
TOTAL:				3,394,715	3,394,715	3,394,715	3,022,371	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program No:CGP MA06P00170798 Replacement Housing Factor No:					Federal FY of Grant: 1998
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
98-1	12/31/99		12/31/99	6/30/01		6/30/01	
98-2	12/31/99		6/30/99	6/30/01		6/30/01	
98-3	12/31/99		6/30/99	6/30/01		6/30/00	
98-4	12/31/99		6/30/99	6/30/01		6/30/01	
98-5	12/31/99		6/30/99	6/30/01			deferred
98-6	12/31/99		6/30/99	6/30/01		6/30/00	
98-7	12/31/99		6/30/99	6/30/01			deferred
98-8	12/31/99		6/30/99	6/30/01			deferred
98-9	12/31/99		6/30/99	6/30/01		6/30/01	
98-10	12/31/99		6/30/99	6/30/01			deferred
98-11	12/31/99		6/30/99	6/30/01			deferred
98-12	12/31/99		6/30/99	6/30/01			deferred
98-13	12/31/99		6/30/99	6/30/01		6/30/01	
98-14	12/31/99		12/01/99	6/30/01		6/30/01	
98-15	12/31/99		12/31/99	6/30/01		6/30/00	
98-16	12/31/99		12/31/99	6/30/01			deferred
98-17	12/31/99		12/31/99	6/30/01			deferred
98-18	12/31/99		6/30/99	6/30/01		6/30/99	
98-19	12/31/99		12/31/99	6/30/01		6/30/01	
98-20	12/31/99		12/31/99	6/30/01			deferred
98-21	12/31/99		6/30/99	6/30/01		6/30/01	
98-22	12/31/99		6/30/99	6/30/01		6/30/00	

Annual Statement/Performance and Evaluation Report
Comprehensive Grant Program (CGP) **Part I: Summary**

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

HA Name:	Comprehensive Grant Number:	FFY of Grant Approval:
Lowell Housing Authority	MA 06P00170899	1999

☐ Original Annual Statement
 ☐ Reserve for Disasters/Emergencies
 ☐ Revised Annual Statement/Revision Number ____
 ☒ Performance and Evaluation Report for Program Year Ending 3/31/01

☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost 2	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	0			
2	1406 Operations (May not exceed 10% of line 19)				
3	1408 Management Improvements	350,000	284,502	284,502	48,983
4	1410 Administration	385,821	385,821	385,821	384,855
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	200,000	200,000	200,000	200,000
8	1440 Site Acquisition	100,000	0	0	0
9	1450 Site Improvement	100,000	131,200	122,840	57,548
10	1460 Dwelling Structures	2,577,000	2,711,298	2,476,572	1,827,526
11	1465.1 Dwelling Equipment--Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	95,396	95,396	90,000	9,424
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1495.1 Relocation Costs	50,000	50,000	50,000	6,295
17	1498 Mod Used for Development	0	0	0	0
18	1502 Contingency (may not exceed 8% of line 19)	0	0	0	0
19	Amount of Annual Grant (Sum of lines 2-18)	3,858,217	3,858,217	3,609,735	2,534,631
20	Amount of line 19 Related to LBP Activities				
21	Amount of line 19 Related to Section 504 Compliance				
22	Amount of line 19 Related to Security				
23	Amount of line 19 Related to Energy Conservation Measures				

Signature of Executive Director & Date:	Signature of Public Housing Director/Office of Native American Programs Administrator & Date:
X	X

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
2 To be completed for the Performance and Evaluation Report.

**Annual Statement/
Performance and Evaluation Report
Part II: Supporting Pages
Comprehensive Grant Program (CGP)**

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

Development Number/Name LHA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
LHA-wide	Fees/Costs (M99-1)	1430	N/A	200,000	200,000	200,000	200,000	Complete
	Non-Dwelling Equipment (M99-2)	1475	N/A	95,396	95,396	90,000	9,424	On-going
	Administrative (M99-3)	1410	N/A	385,821	385,821	385,821	384,855	Complete
	Management Improvements (M99-4)	1408	N/A	350,000	284,502	284,502	48,983	On-going
1001 North Common Village	Window Repairs/Replacement (M99-5)	1460		300,000	500,000	500,000	104,607	On-going
	Lead Abatement (M99-6)	1460		300,000	342,514	342,514	342,514	Complete
	Tub Repairs/Replacement (M99-7)	1460		150,000	165,749	165,749	165,749	Complete
	Site Acquisition (M99-8)	1440	N/A	100,000	0	0	0	Deferred
	Site Improvements (M99-9)	1450	N/A	50,000	65,600	65,600	308	Complete

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**Annual Statement/
Performance and Evaluation Report
Part II: Supporting Pages
Comprehensive Grant Program (CGP)**

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

Development Number/Name LHA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
1003 Bishop Markham Village	Window Repairs/Replacement (M99-10)	1460		100,000	100,000	0	0	Planning stage
1006 Dewey G. Archambault Towers	Replace Apartment Sliding Doors (M99-11)	1460		300,000	151,035	151,035	0	On-going
	Replace Hallway/Office Carpeting (M99-12)	1460		75,000	75,000	0	0	In planning
	Hallway Ventilation (M99-13)	1460	N/A	100,000	100,000	100,000	5,012	On-going
	Repave Parking Lots (M99-14)	1450		50,000	65,600	57,240	57,240	Complete
	Install Water Bubbler (M99-15)	1460	1	2,000	2,000	0	0	Planning stage
1007 Harold Hartwell Court	Re-Design Roofs/ Replace Siding/ Site Work (M99-16)	1460		900,000	925,000	917,274	917,274	Complete

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**Annual Statement/
Performance and Evaluation Report
Part II: Supporting Pages
Comprehensive Grant Program (CGP)**

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

Development Number/Name LHA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
1011 Francis Gatehouse Mill	Masonry Repairs (M99-17)	1460	N/A	50,000	50,000	0	0	Planning stage
1012 Scattered Sites	Unit Refurbishment, including New Kitchens/Baths (M99-18)	1460		100,000	100,000	100,000	92,370	Complete
	Temporary Relocation (M99-19)	1495.1	N/A	20,000	20,000	20,000	0	On-going
1014 Scattered Sites	Unit Refurbishment, including New Kitchens/Baths (M99-20)	1460		200,000	200,000	200,000	200,000	Complete
	Temporary Relocation (M99-21)	1495.1	N/A	30,000	30,000	30,000	6,295	Complete
TOTAL:				3,858,217	3,858,217	3,609,735	2,534,631	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

[illegible]

**Attachment F: FY 2001 Public Housing Drug Elimination
Program (PHDEP) Plan**

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

- 1. General Information/History**
- 2. PHDEP Plan Goals/Budget**
- 3. Milestones**
- 4. Certifications**

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 402,688.00

B. Eligibility type (Indicate with an "x") N1_____ N2_____ R X

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

The Lowell Housing Authority (LHA) will undertake a PHDEP Program that will include: employment of private security guards and community dispatchers to improve the overall security of the LHA developments. Programs will also be initiated to include youth activities to at-risk youth and a Family Resource Parenting Program to provide services to at-risk families/youth and will include a drug prevention component. These programs are intended to reduce the incidence of drug and criminal activity on LHA property.

E. Target Areas

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
LHA developments of Mass 1-1, 1-2, 1-3, 1-4, 1-5, 1-6, 1-7, 1-11, 1-12, and 1-14.	1,638	3,079

F. Duration of Program

**6 Months_____ 12 Months X 18 Months_____ 24 Months_____ Other
_____**

G. PHDEP Program History

Fiscal Year	PHDEP	Grant #	Fund Balance	Grant	Anticipate
--------------------	--------------	----------------	---------------------	--------------	-------------------

of Funding	Funding Received		as of Date of this Submission	Extension s or Waivers	d Completion Date
FY 1995	417,250	MA06DEP0010195	0	GE	2/28/98
FY 1996	413,750	MA06DEP0010196	0	GE	9/30/98
FY 1997	430,040	MA06DEP0010197	0	GE	4/30/00
FY1998	427,440	MA06DEP0010198	57,968	GE	7/8/01
FY 1999	360,262	MA06DEP0010199	55,341	N/A	6/30/01
FY 2000	375,467	MA06DEP0010100	375,467	N/A	12/31/01
FY 2001	402,688	MA06DEP0010101	402,688	N/A	12/31/02

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Lowell Housing Authority will undertake drug and crime prevention and intervention strategies that will reduce the incidences of crime and increase the level of safety and security in our federal developments. The LHA will contract with a security firm to provide guards who will patrol our developments with the goal of improving security, particularly in elderly developments. Dispatchers will be hired by the LHA with the goal of improving response time by quickly dispatching and routing resident calls for police and security guard services. Drug prevention programs will be implemented which will seek to involve at-risk youth in recreational and computer related training activities that will provide alternatives to involvement in drug related activities. A Family Resource Parenting Program will be implemented to involve at-risk families in a variety of supportive activities. All plan partners, including contacted vendors and LHA employees hired under PHDEP will be involved in regular meetings to prepare strategies to develop, implement and provide on-going evaluation of the effectiveness of the various programs included in the PHDEP Plan.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9120 - Security Personnel	173,723.17

9130 - Employment of Investigators	0.00
9160 - Drug Prevention	228,964.83
TOTAL PHDEP FUNDING	402,688.00

C. PHDEP Plan Goals and Activities

9120 - Security Personnel					Total PHDEP Funding: \$173,723.1		
Goal(s) #1	Improve safety of LHA Developments.						
Objectives #1	Employ security guards and dispatch them to LHA sites.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Ind
1.Employ Security Guards			1/1/02	12/31/02	93,600.00	0	
2.Employ Dispatchers			1/1/02	12/31/02	80,123.17	0	

9160 - Drug Prevention					Total PHDEP Funding: \$228,964.83		
Goal(s) #1	Prevent crime and drug involvement for at-risk populations.						
Objectives #1	Implement alternative activities for at-risk youth and families.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Ind
1. Contract for a Family Resource Parenting Program.	1,655	families	1/1/02	12/31/02	99,832.00	0	
2. Hire Youth Program Staff	815	youth	1/1/02	12/31/02	77,381.50	0	
3. Develop Youth Programs	815	youth	1/1/02	12/31/02	27,221.00		
4. Develop Computer Training Programs	815	Families/youth	1/1/02	12/31/02	24,530.33	0	

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Oblig (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9120	1	93,600.00	1	93,600.00
9120	2	80,123.17	2	80,123.17
9160	1	99,832.00	1	99,832.00
9160	2	77,381.00	2	77,381.00
9160	3	27,221.00	3	27,221.00
9160	4	24,530.33	4	24,530.33
TOTAL		\$402,688.00		\$402,688.00

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

Attachment I: Progress Report

Accomplishments of the Lowell Housing Authority in Year 1 (2000) of the Five Year PHA Plan

Summary

The Board of Commissioners and the staff of the Lowell Housing Authority remain committed to the goals and objectives outlined in the 5 year and annual agency plans approved by the Department of Housing and Urban Development. The mission of the Lowell Housing Authority reflects our commitment to provide good, decent, safe and sanitary housing to our residents within a framework of providing an opportunity for self-sufficiency.

As this annual plan illustrates, the Lowell Housing Authority accomplished many of its goals outlined in the 1st Annual Plan. Specifically, the authority maintained a strong financial balance sheet, due in part, to 99% occupancy levels. The Family Self-Sufficiency Program has been expanded to include low rent public housing participants, and a home ownership component. A number of public housing and Section 8 residents became first-time home buyers.

The Lowell Housing Authority continued to provide essential supportive services to our elderly and young disabled residents. Through a unique partnership with Elder Services of the Merrimack Valley, the Lowell Housing Authority now hosts a variety of services, programs, and events, which have all contributed to improving the quality of life for our residents. These services are funded, in part, through an Economic Development and Supportive Services (EDSS) grant, and a Residents Opportunities Supportive Services (ROSS) grant.

The most significant accomplishment of the past year has been the implementation of new preferences in both the low rent public housing and Section 8 programs. These preferences, which were adopted after many productive meetings with the Resident Advisory Board (RAB), are aimed toward increasing the income mix of residents participating in our programs.

Financial Accomplishments

Year 2000 of the Annual Plan was a success for the Financial Operations of the Lowell Housing Authority.

Y2K

The Authority successfully went through the much-dreaded Y2K conversion. Countless man-hours, along with a series of hardware upgrades, made this a smooth transition into the new millennium.

Low Rent Public Housing Program

The low rent public housing program enjoyed a year of fiscal success. Occupancy levels remained well over 99%, allowing for increased dwelling income, and at the same time keeping

tenant receivables to a minimum. Operating receipts totaled \$4,746,900, subsidies totaled \$3,822,058, and expenses totaled \$8,611,553, for a net loss from operations of \$(42,595).

The Authority, through the commitment of the Board of Commissioners, continued to build federal reserve levels in preparation of the reinvention of Julian D. Steele. A sound reserve level is currently in place to cushion the anticipated loss of state subsidies.

State Aided Programs

The state operated developments remain a constant challenge to the financial operations of the Authority. With the limited income from tenants and state agencies, as well as the dilapidated condition of some of the state development, the Authority was still able to operate efficiently, while maintaining an acceptable 44% reserve level. Operating receipts totaled \$1,596,861, subsidies totaled \$656,939, and expenses totaled \$2,333,224, for a net loss from operations totaling \$(79,424).

PHAS

A preliminary score for the financial condition indicator of the Public Housing Assessment System indicated a score of 27.3 out of a possible 30 points (91%). This score is a true indicator that the Lowell Housing Authority is a sound financial operation. The credit goes to the Board of Commissioners, to the top-level management and to the dedicated employees of the LHA.

FAMILY SELF-SUFFICIENCY PROGRAM

A public housing version of the Family Self Sufficiency Program has been offered to residents of conventional housing. A new Family Self Sufficiency Coordinator with a background in public housing was hired. The Public Housing Family Self Sufficiency Program focuses on Employment Referrals, Educational Opportunities, Child Care Services, Transportation Services, and Homeownership. Residents from all developments have been requesting information on the FSS Program. The FSS Coordinator assisted residents in credit repair, referrals to GED certificate programs, resume development, career counseling, and many residents were registered with the First Time Homebuyers Program.

COMMUNITY SERVICE PROGRAM

Over the course of the year 2000 the Community Service Program was implemented at the Lowell Housing Authority.

In March 2000 the Lowell Housing Authority hired a Community Service Coordinator. Residents were notified of the new Community Service Regulations. They were also informed that the Community Service Program would be required in the form of a lease addendum. Residents and Tenant Councils were given the opportunity to express their concerns and comments in writing, to the Lowell Housing Authority Board of Commissioners.

The Community Service Coordinator recruited sites for Community Service placement. Throughout the month of October all residents at the North Common Village, consisting of 524 units, signed their community service lease addendum. The Community Service Coordinator facilitates informational meetings for residents participating in the Community Service Program. He links residents with worksites in the community and has initiated some creative programs under the Community Service Requirements.

As of December 2000 the Community Service Program has been fully implemented at the North Common Village Development and plans are going ahead to expand the program to our other developments.

Drug Elimination Program

The Lowell Housing Authority was awarded a FY 2000 New Approach Anti-Drug Program grant of \$108,012.00. This grant provides funding for contracting the services of a private investigator and security guards. The addition of these components complements the LHA's overall anti-drug strategy and enhances the overall security and safety in the LHA Developments.

The Lowell Housing Authority sponsored a successful Youth "Lock-in" at our Mercier Community Center during the year. Approximately fifty youth participated in an overnight event that was both entertaining and informative. The youth heard about topics involving gangs, sex, drugs and alcohol abuse from a variety of community agency members. They also participated in a dance contest, karate demonstration, pizza party and numerous games and prizes. The evening was topped off by a swimming event at the local Boys and Girls Club and then they returned to the Mercier Center for a morning of breakfast snacks and a discussion of the merits of staying in school and saying no to drugs.

ROSS Program

The ROSS Grant funded program for A Supportive Living Services Program for Elders and Disabled Adults was a continued success. The major accomplishments from this program included on-site meals programs for elders, leadership training programs for tenant council officers and residents, on-site beauty salon services, health screenings, educational and informative programs, field trips, etc. The programs get elders to get out and participate in programs, reducing isolation, and improving their overall life experiences.

Casey Family Services has provided on-going parenting programs at both the North Common and Flanagan Developments. They have been successful in getting families to participate in informational events and have provided counselling and assistance to families in need. They held an annual gardening contest that involved many families participating and gave residents a sense of pride in their accomplishments and their neighborhood surroundings.

Admissions

New preferences adopted by the LHA to replace Federal preferences, were put into effect in January 2001.

A sub-committee was formed for the purpose of reviewing over-housed tenants. By placing some tenants in smaller but appropriately sized units, units were opened up for larger families.

Management Operations

The LHA implemented a Community Service and Self-Sufficiency Program Program that allows residents the opportunity to participate in job related work experiences. A number of the residents who participated have gone to work as a result of the knowledge and experience they have gained.

An Annual LHA Field Day was held in the LHA developments where an emphasis was placed on conducting a clean-up and sprucing up of the developments. Residents participated at each site and helped feel a special pride in making their home environments look good. A celebration took place after the clean-up that included competitive field events and prizes were awarded to the resident participants. LHA staff participated in hosting a cookout to culminate the days events.

The achievement of homeownership was a huge accomplishment for several residents of the LHA this year. The Authority staff worked with four of our residents in getting them through the financing eligibility requirements for obtaining a mortgage. As a result of the construction efforts of the Residents First Developments Corporation and the cooperation of many agencies in the area these four residents moved into brand new homes. They became first time homeowners!

The Authority's efforts in eliminating fraud and unreported income really paid off this year. Through the diligent efforts of the LHA investigator, the LHA Police, and various management staff, twelve cases of unreported income were discovered. At least five of these cases paid their back due amounts immediately and the rest are under repay agreements or under litigation. The Wage Match Program and Third Party Verifications assisted the staff in discovering these cases.

In the Authority's State Development the Julian D. Steele Reinvention Program has been successfully approved at the state government level. The Authority is implementing a program to move current residents out of this development and into existing public housing units and/or Section 8 program. New homes will be developed on this site once the relocation has been completed.

Capital Funding Programs

Harold Hartwell Court

Major exterior building and grounds renovation project resulting in a totally transformed family public housing development. New exterior cedar shingles, shutters, roof lines, windows, porches, etc. In addition a playground was installed along with new walks, retaining walls, sprinkler system, etc.

Dewey Archambault Towers

New ventilation system installed to provide fresh air to public areas. Also, hallways were reconfigured to add curb appeal. New lighting and handrails were installed to the residents delight.

Maintenance Programs

Accomplishments over the past year were:

1. Continuing rehabilitation of residential units at Mass 1-12 and 1-14 by in-house staff and force labor accounts;
2. Maintained and got ready vacant units in 10 days on average;
3. Painted occupied units with force labor accounts at all Federal projects;
4. Installed new generators at Mass 1-5 using in-house staff and a contractor;
5. Installed new handicapped bathroom with in-house staff; and
6. Conducted on-going programs to clean all vents and ducts throughout LHA properties.

Section 8 Programs

The Section 8 program has undergone many changes over the last year. In October 2000, the LHA began the conversion of all Certificates to Vouchers which will be completed in September 2001.

The LHA received 75 Mainstream vouchers in October 2000 targeted for persons with disabilities.

The development of a Project Based Program using vouchers of the LHA was commenced in the Fall of 2000.

A Homeownership program using vouchers will be implemented in the Spring of 2001.

Homeownership Program

Through the LHA's development arm (RFDC) and employee contributions of time (L&O, Family Self Sufficiency, D&C, Executive Department) a number of new homes were constructed for first time home buyers (public housing and Section 8 residents). Additionally, residents were also assisted with purchasing existing single family homes in Lowell.